Quick Reference Guide
FOIAonline

How to Generate A Final Disposition Notice

This Quick Reference Guide provides instructions for generating a final disposition notice in FOIAonline. Note: In order to close out a request, all tasks associated with the request must be closed. After approval by reviewers, you will receive a new **Task** directing you to send the **Final Disposition Notice** to the requester. The **Final Disposition Notice** is a pre-formatted email that you may customize. You may also to attach files (e.g., signed letters). FOIAonline will automatically provide links to all of the records marked Public. **<u>Please do not attach the records.</u>** By providing links instead of a large attachment, the requester's mailbox is not impacted with large files and the link is available to the public through the public search function.

1. Click "**Close Out**" task.
2. Edit the "**Subject**" if you choose to do so.
3. Edit the "**Body"** of the email if you choose to do so.

4. N/A. (Note: "**Offline Closure Date**" functionality is available to HQ FOIA Specialists, Regional FOIA Officers and selected users, only.)
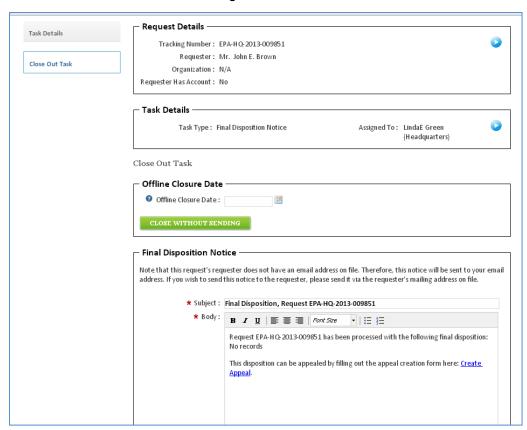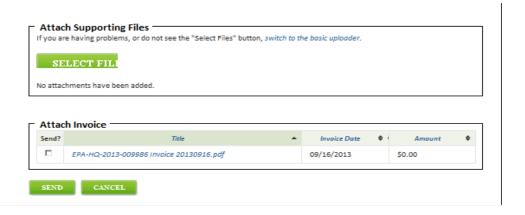
Figure 1: Close Out Task

5. To upload supporting files (e.g., Agency response letter), click "**Select Files**" to attach the document.

6. Click "**Send**" button. The request is now closed.